

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

CERTIFIED NURSING ASSISTANT

Permanent Full Time

\$2193-\$2862

Final File: Until Filled

***This Position is Pending Hiring Freeze Exemption Approval**

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.calvet.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.jobs.ca.gov.

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under the general direction of the Supervising Registered Nurse

- Provide care and tend to the physical needs of the residents according to the resident care plan. This may include: bathing, shampooing, clipping nails, feeding, giving oral hygiene, assist with dressing, turning and repositioning of immobile residents, as ordered transfer and ambulate bedridden residents, perform skin inspection and document and report any sign of breakdown to licensed nurse ambulating and transferring residents. Instruct residents on safety awareness. Properly dispose of soiled linens, clothing, dressings, and incontinence briefs.
- Assist with rehabilitation of activity program for residents; assist residents’ efforts in self-help; encourage residents in maintaining or developing muscle activities; assist and encourage residents in maintaining or developing muscle tone and range of motion for increased self-functioning in daily living activities; assist and encourage residents in accepting and using special devices and equipment prescribed for their physical comfort or rehabilitation; assist and encourage resident participation in activities to improve their mental outlook.

- Observe, chart, and report to licensed nurse residents' clinical symptoms, behavior and treatment administered. Sort, count, and distribute linen and clothing; clean and sterilize equipment and other articles. Prepare resident for examination by physician. Assist professional technicians before, during and after resident's treatment program. Perform immediate and temporary interventions in emergency situations. Accompany residents to and from clinic and other hospital units. Assist with admission, transfer, or discharge of residents. As directed, assist resident's to properly dispose of contents of bedpans, urinals, indwelling catheter bags, and colostomy or ileostomy bags. Assist residents with self-administration of medications. Observe safety and Infection Control precautions
- Assist in serving meals and special diets. Administer non-legend topical preparations and foot soaks to unbroken skin; Take and record blood pressure; take and record oral and rectal temperature, pulse, respiration, and pain level; take and record weight and height; measure and record the amount of intake and output of fluids. Report and document any abnormal findings to licensed nurse. Assist in the collection of laboratory specimens. Participate in resident rounds and stand-up meetings to collect, receive, and communicate essential resident information. Perform room checks to ensure resident safety. Participate in continuing education program to maintain and upgrade nursing knowledge and skills. Make suggestions through appropriate channels for revising procedures and policies when indicated. Participate in committees formed to improve quality of resident care as requested.
- Working overtime is a requirement of this position.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.jobs.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 10900 Telephone Rd., Ventura, CA 93004, Attn: Maria Gonzalez– M80 #006V 11/12.** All State applications must be postmarked no later than the final filing date.

Note: In the explanation section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Training and Development or Reinstatement. Failure to do so could result in being rejected from the interview process. Also, you must reference position #576-336-8185-001.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Maria Gonzalez, Human Resources Office, at (805) 659-7504.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATION S WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. 576-336-8185-001 RELEASED: 9.01.11